

Front 2 Back Pilot Plan

Task	Details	Action Items
Pilot Locations & Dates	Washington, D.C. – April 2, 2001 (Travel to Chicago & set up – April 3, 2001) Chicago – April 4, 2001	<ul style="list-style-type: none"> Pat will work with Carolyn Craddock to ensure that the space in Portals is ready in time and arrange for catering and AV Pat will locate inexpensive space in Chicago and arrange for catering and AV
Audience	<p>Total of 25-30 participants in each class</p> <p>Washington, D.C. – ½ SFA & ½ OP Chicago – Preferably ½ SFA & ½ OP</p> <p>Diverse group preferred (levels, financial aid experience, years at SFA, ethnicity, SFA unit)</p>	<ul style="list-style-type: none"> Pat will identify preferred audience members to ensure a diverse group and Sarah will review the list Pat and Sarah will also determine the back up list Sarah will work with the audience members and their managers to ensure availability Laura will include the request to have Operating Partner participation in the agenda for the Operating Partner training workgroup meeting
Facilitators	Linda Burkhardt and Stephen Blair Back up: Deb Tarpley	<ul style="list-style-type: none"> Sarah will request participation from Linda, Stephen, and Deb as facilitators Design team will regularly communicate with Deb and send draft materials to ensure that she is up to speed, if needed.
On-site Logistics Coordinator	Pat Reese	<ul style="list-style-type: none"> Pat will ensure that the facilities are ready
Design Team Participation	Laura Miller Sue Gottlieb Katie Malague Pat Reese (Stephen Blair & Linda Burkhardt)	<ul style="list-style-type: none"> Laura, Sue & Katie will be taking copious notes and determining how to change the materials Laura, Sue, & Katie will make their own travel arrangements to arrive in Chicago on April 3, 2001 Pat will arrange for travel for herself, Stephen & Linda
Determine Changes from Pilot	April 5, 2001 – Discussion & decisions will be made by: Laura Miller, Sue Gottlieb, Katie Malague, Stephen Blair, Linda Burkhardt, Sarah Babson, Pat Reese	<ul style="list-style-type: none"> Pat will reserve room for April 5, 2001